



# CITY OF GERMANTOWN

Department of Community Development, 1920 S. Germantown Rd, Germantown, TN 38138-2815  
Phone (901) 757-7281 Fax (901) 751-7526 Internet [www.Germantown-tn.gov](http://www.Germantown-tn.gov)

## **PLANNING COMMISSION CHECKLIST FOR OUTLINE PLAN (MASTER PLAN) APPROVAL FOR PLANNED UNIT DEVELOPMENTS**

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE  
APPLICATION FORM AND ALL MATERIAL REQUIRED FOR PLANNING  
COMMISSION REVIEW.**

**\*Note: An Outline Plan is required if the Planned Unit Development will be completed in multiple phases.**

Applications and all supporting plans and documents are to be submitted by Noon of the filing deadline day. Applications will not be accepted unless all material required is included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Economic and Community Development Department's calendar of meetings for filing deadlines and meeting dates.

Please check (x) all applicable items.

### 1. VICINITY MAP AND INFORMATION

- a. ☐ A map identifying the subject property and showing all properties within 300 feet, and names of their owners, plus the names of surrounding subdivisions. (NOTE: rezoning requests require a map of all properties, and names of their owners, within 500 feet).
- b. ☐ A list, on plain paper, of the names and mailing addresses of all owners of property within 300 feet. (rezoning requests require 500 feet).
- c. ☐ A list, on gummed mailing labels, of the names and addresses of all owners of property within 300 feet, as described in item "b" above. (rezoning requests require 500 feet).

### 2. EXISTING CONDITIONS

- a. ☐ A map on a scale of one inch equals 100 feet or larger showing available utilities, and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property
- b. ☐ A graphic rendering of the existing conditions and/or aerial photographs showing the existing conditions and depicting all significant natural, topographical and physical features of the subject property; general location and extent of tree cover
- c. ☐ Location and extent of watercourses, marshes and floodplains on or within 100 feet of the subject property
- d. ☐ Existing drainage patterns and soil conditions

### 3. LAYOUT PLAN

- a. ☐ A drawing defining the general location and maximum amount of area to be developed for buildings
- b. ☐ A drawing defining adjustments to be made in relation to abutting land uses and zoning districts

- c. ☐ A drawing defining the extent of landscaping, planting and other treatment for adjustment to surrounding property
  - d. ☐ A development schedule indicating the stages in which the project will be built and when construction of the project can be expected to begin.
  - e. ☐ Design of parking and loading areas
  - f. ☐ Number of parking spaces
  - g. ☐ Parking layout
  - h. ☐ Number of signs
  - i. ☐ Landscaping in Parking Area
4. TRAFFIC ANALYSIS
- a. ☐ Adequacy of access streets to serve proposed use
  - b. ☐ A circulation diagram indicating the proposed principal movement of vehicles, goods and pedestrians within the development to and from existing thoroughfares
  - c. ☐ Effect of project on surrounding streets and intersections
  - d. ☐ Improvements that would be needed to public streets - traffic controls
5. ☐ A written statement generally describing the relationship of the planned development to the current policies and plans of the city; and how the proposed planned development is to be designed, arranged, and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of this division. The statements shall include a description of the applicant's planning objectives, the approaches to be followed in achieving those objectives and the rationale governing the applicant's choices of objectives and approaches.
6. PATTERN BOOK
- a. ☐ General Statement
  - b. ☐ Uses Permitted
  - c. ☐ Bulk Requirements
  - d. ☐ Roadways, Access, and Circulation
  - e. ☐ Landscaping, Screening, and Open Space
  - f. ☐ Signs
  - g. ☐ Lighting
  - h. ☐ Drainage Facilities and Services
  - i. ☐ Sanitary Sewer Facilities and Services
  - j. ☐ Water Service
  - k. ☐ Phasing
7. ☐ WARRANT(S) REQUESTED
8. ☐ DIGITAL PLANS  
All plans shall be submitted in JPEG format, suitable for inclusion in PowerPoint slides.
9. ☐ Recordable Documents, including the Outline Plan, with any restrictions, on 20x24 paper.

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Signature of design professional

☐ Engineer

☐ Surveyor

☐ Landscape Architect